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Approved For Release 2003/05/23 : CIA-RDP80B01676R002900200026-3

Executive Registry
63-359

14 JAN 1963

MEMORANDUM FOR: Chief, Salary and Wage Division, OP

VIA : Director of Personnel

SUBJECT : USIB Executive Secretariat, O/DCI - Desk Audit

It is requested that a desk audit be made of the several positions in the USIB Executive Secretariat, Office of the Director, and that appropriate job descriptions be prepared.

In a Fitness Report recently submitted on a member of the Secretariat, the Rating Officer referred to the enlarged scope and nature of duties and responsibilities assigned to the employee. Subsequently, he made inquiry concerning the possibility of upgrading the particular position. It is believed that an evaluation of all Secretariat positions would be helpful in determining the justification for the recommended action.

Signed

LYMAN B. KIRKPATRICK
Executive Director

Concur:
Signed

25X1 [redacted]
Exec. Secy, USIB

25X1 AO/DCI/[redacted] USIB)

Distribution:
Orig. & 1 - Addressee
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3 Sr bkt .23

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CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

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	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE	X	INFORMATION		SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
USIB /E, 7E 31, [redacted]	11 Jan 63

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